



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 131ST BOMB WING
323 SPIRIT BOULEVARD
WHITEMAN AFB, MISSOURI

20 March 2013

MEMORANDUM FOR 131 BW PERSONNEL

FROM: 131 BW/CC

SUBJECT: Prioritization of Public Affairs and Visual Information Products and Services

1. Public Affairs and Visual Information resources are critical to the Air National Guard's ability to enhance Airman morale and readiness, develop public trust and support, and support global influence and deterrence. It is imperative that the 131st Bomb Wing Public Affairs' finite resources be applied toward those activities which most directly support the wing, Air National Guard, and Air Force strategic priorities.

2. The following priority system will be used when determining availability of services:

Priority I: Emergency incidents requiring immediate response (EX: Criminal investigations, aeronautical/vehicular accidents, major damage to government property, safety/accident investigations)

Priority II: Mission-essential or urgent conditions (EX: Passport photos for short notice PCS, TDYs and deployments, command directed video productions, breaking news events with national/international implications)

Priority III: Day-to-day mission requirements (EX: All scheduled installation-supported events, video news stories, aerial photography)

Priority IV: Routine, non-mission essential requirements (EX: Studio photography)

A list of available products and services that the 131BW/PA provides to the wing, its GSUs and mission partners is available by contacting the Public Affairs office at 660-687-3337, or 660-687-7374. All products and services are provided for official purposes only and are consistent with AFI 35-101, Public Affairs Policies and Procedures, and AFI 35-109, Visual Information.

3. Any questions regarding this memorandum should be referred to the Wing Visual Information Manager at 660-687-3337, or the Public Affairs Officer at 660-687-7374.

4/10/2013

X Michael J. Francis

MICHAEL J. FRANCIS, Col, MOANG
Commander